Tracking Expense Reports and/or PRC Verification Reports

To determine where Expense Reports and/or PRC Verification Reports are in the workflow process, you can follow these steps:

- 1. Using an IE Expense Reports or IE Procurement Card responsibility (ex. USA IE Expense Reports), navigate to the **IE Home Page.**
- 2. On the Home Page, click on the Reports tab.

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If the status is Pending Your Resolution, you were sent a notification explaining the required action.

3. The Expense and Verification Reports screen will appear and the Name field will be populated with your name. To find reports that are **Pending Manager Approval** for any employee you are a delegate of, clear the Name field of your name and use the drop down arrow on the Report Status field to choose 'Pending Manager Approval'.

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4. Once 'Pending Manager Approval' has been selected, click on the 'Go' button to begin the Search:

Report Status	Pending Manager Approval		~	ł				
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	Go Clear		 		 	 	 	

5. The search results will display any report that has been submitted for an employee that you have delegate access to that is waiting to be approved.

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Note: This same process can be used to find reports that are in a '**Pending Your Resolution**' status. This status will prevent reports from being processed. Reports with this status are primarily those reports that have timed-out of the approvers queue and must be re-sent to the approver for their approval.